

## ***STEPS INVOLVED IN THE SJD PROCESS***

The SJD is received by the Associate Director for Research Services (ADRS), assigned a tracking number and forwarded to the appropriate Space Coordinator (Paul R. Horton for Administrative Buildings and Cyrena Simons for Research Buildings) for review and evaluation.

A receipt memo is prepared for notification purposes, and sent to the IC.

SJD is reviewed by staff and IC contacted to begin the evaluation process and, includes the following:

*A facility assessment (space, engineering and safety) is performed by the ORS Space Team, and discussed at monthly meetings.*

In preparation for presentation to the Space Recommendation Board (SRB), the evaluation is reviewed at monthly ORS Space Coordination meetings. (if more than 45 days is required IC will be notified)

Space Coordinators present SJDs to SRB for decision.

When the SRB renders a decision, a Decision Memo is prepared by the appropriate Space Coordinator and sent to the SRB for approval, to be returned to the originator for distribution to the ICs.

Space assignment/loan Memorandum is prepared by the REMB/DSFM and involves the following process:

*Assignment/Loan Memorandum is forwarded to the ICs for review and sign-off \*.*

*Thereafter, memorandum is forwarded to the ADRS for review and signature and, returned to the REMB for distribution.*

\*Memorandum documenting newly leased or newly renovated space, etc. are not prepared until all information (i.e.. sq. ft. regarding the space is available.

IC(s) will be provided a status of outstanding SJDs in administrative buildings on a monthly basis, by the 15th of every month. For questions regarding the status of a SJD in research buildings, please contact the Research Coordinator.

### **For further assistance involving any of the above referenced steps please contact:**

#### ***For Space in Administrative Buildings***

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#### ***For Space in Research Buildings***

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